

# **Activity Handbook**



**Dawson County High School  
2018-2019**

**NOTICE:** Dawson County High School Activity participants are held to a “higher standard” for the *privilege* of participating in extra-curricular activities and athletics.

**DCHS training rules are in force from the first day of fall practice or first day of school (whichever is applicable) to completion of the last activity date in the spring or last day of school (whichever is applicable).**

The DCHS Activities Handbook Policies supersede the DCHS Student Handbook policies in regard to students involved in DCHS activities and/or athletics.

### **IMPORTANT INFORMATION REGARDING ATHLETIC ACTIVITY**

D.C.H.S. provides and offers a wide range of athletics and extra-curricular activities for both boys and girls. Participation in such activities is voluntary. D.C.H.S. recognizes that participation in athletic and extra-curricular activities can bring the student many rewards.

The school district will provide properly trained coaches, safe equipment, and facilities, teach proper techniques and make reasonable efforts to see that the athletic or extra-curricular program is safe for your child. However, because athletic activity can involve injury to the participants, we must warn you of such dangers.

These activities require that the student make a commitment to the activity, submit to the discipline of the coach/advisor, and develop self-discipline to be able to successfully participate. Participation in these activities often requires considerable physical exertion, physical conditioning, and adherence to training rules and regimens.

The purpose of this warning is to aid you in making an informed decision as to whether the student should participate in the athletic activity. In addition, its purpose is to make you aware that as a student athlete and parent or guardian, it is your responsibility to learn about the sport involved and to inquire of coaches, physicians, and other knowledgeable persons about any concerns that you might have regarding athletic safety and the School District’s athletic program.

Athletic injuries can impair the student’s general physical and mental health and the student’s ability to earn a living and engage in social or recreational activities and general enjoyment of life. Such injuries can include death or serious physical injury and a possibility of emotional injury as well. Injury can arise from training room procedures, the administration of first aid, or failing to follow game, training, safety, or other team rules. The use of transportation provided or arranged by the School District to and from games/contests also involves the risk of injury or death.

D.C.H.S. strives to protect each student from possible injury while engaging in school activities. The guidelines and sport specific injury warning information is listed on the following pages. **The parents and student athlete should read this information provided for each sport in which the student plans to participate. The parents and student/athlete should also read all other information carefully and sign in all the appropriate places.**

It is the responsibility of the parent and/or guardian and student/athletes to read and understand the contents of this packet. Please have your family physician complete all appropriate forms. **Your signatures indicate that you have read, understand, and agree to allow your child to participate in our programs. Your signature also states that you understand and assume the many risks involved with participating in athletic and extra-curricular activities.**

### **BASKETBALL**

Basketball is a sport that involves contact. Because it is a contact sport and as a result of your participation basketball involves the risk of serious injury to **every part** of the body.

Risk of injuries include minor injuries such as contusions, muscle strains, cramps, fractures, joint dislocations,

and joint sprains which are all common types of injuries sustained by basketball players. However, this sport also includes catastrophic injuries involving the head, neck, and spinal cord that can cause some type of paralysis and includes death. Basketball injuries can result from contact with other participants, and the basketball, the playing surface and other solid objects in and around the court during practices, scrimmages, warm-ups, or games.

### **CHEERLEADING/DANCE TEAM**

Cheerleading is an agility and flexibility activity. As a result of your participation the risk of injuries are very possible. Athletes who fall during participation risk potential dangerous injuries. Injuries included may be, but are not limited to, fractures, joint sprains, contusions, and head/neck/spinal cord injuries causing paralysis and even death.

The risk of injury may result from falls or collisions with others, or with participants in the sports where cheerleading task place during tryouts, practice, warm-ups, and performances.

### **GOLF**

Golf is a competitive outdoor sport. Common injuries sustained as a result of participation in golf are principally located in the low back, wrist, hand, shoulder, elbow, neck, and knee. Typical types of injuries to golfers include tendon and muscle strains, ligament sprains, and nerve impairment. The majority of these injuries occurs during the impact or follow through phase of the golf swing. The repetitive nature of the golf swing and contact with something other than the ball during the swing are common causes.

The most common cause of serious physical injury or death involves being struck by a golf club, golf ball, cart, or lightning. Slipping and falling due to uneven terrain or wearing golf shoes on a smooth surface can result in injury. Heat stroke or heart failure may also result from correct or incorrect performances and occur during tryouts, practice, warm-ups, and matches.

### **FOOTBALL**

Tackle football is a violent contact sport. The risks of injury involved while participating in football include virtually every part of the body. Injuries may result to the body's nerves, blood vessels, internal organs, reproductive organs, bones, joints, ligaments, muscles and tendons. Injuries may also be catastrophic involving the head, neck and spinal cord, resulting in paralysis, brain damage, eye damage, dental loss, hearing loss, and other head injuries, including death.

Other injuries may include heat stroke, heart failure, asthmatic attack and/or the additional strain the body may place on an already existing physical condition. Common injuries include knee injuries, strains to the muscular system, shin splints, ankle, shoulder, back, and torso injuries. Dislocations and fractures are also common. Injury may result from contact with other players, bystanders, the playing surface, training equipment, goal posts or other objects in and around the playing and/or practice field. Injury may result from misfitted or worn equipment. Injuries can result from correct or incorrect performance and occur in tryouts, practice, warm-ups, scrimmages or games. Perform only those skills and techniques as instructed and/or supervised by the coaching staff. Such as tackling, blocking techniques, basic hitting position, and etc.

By rule, the helmet is not used as a "RAM". Initial contact **is not** to be made with the helmet. Tackling and blocking techniques are basically the same, **in that contact is not initiated with the helmet.** The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, **HEAD UP,** and the **TARGET AREA AS NEAR TO THE BODY AS POSSIBLE WITH THE MAIN CONTACT BEING MADE WITH THE SHOULDER.** When properly tackling and blocking an opponent, contact with your helmet will naturally result. Therefore, technique is most important to prevent injuries.

### **SOFTBALL**

Softball is a competitive outdoor sport. Injuries can occur during the impact or follow through phase of the softball bat swing due to the repetitive nature of the swing. Injuries included may be, but are not limited to, fractures, dislocations, joint sprains, contusions, sore arms (from throwing a softball), and neck/head/spinal cord injuries causing paralysis and even death. Injury to the head and mouth, nose, teeth, eyes, ears and other parts of the body can result from contact with the ball.

Softball is also a sport involving sprinting and running. Injuries may be sustained to the thigh and hamstring muscles. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are also common.

Risk of injury may result from falls or collisions with other participants, either on your team or the opposing team.

The most common cause of serious physical injury or death involves being struck by a bat, softball or lightning. Slipping and falling, or sliding into base can result in injury. Heat stroke or heart failure may also result from correct or incorrect performances and occur during tryouts, practice, warm-ups, and games.

### **TRACK AND FIELD / CROSS COUNTRY**

Track and Field is a sport involving sprinting, running, jumping, and activities such as pole vault, high jump, and discus throw and long distance running. Common injuries sustained as a result of participation in track and field are to the thigh and hamstring muscle. Shin splints, muscle and tendon injuries of the leg and inflammation of the knee are also common in Track and Field as well as Cross Country. Head and neck injuries can occur as a result of being struck by a discus, shot put, or javelin, including death. The most common times for injury to occur are during warm-up, practice or meets. Injuries can result from correct or incorrect performances of techniques and skills.

### **TENNIS**

Tennis is a competitive net, ball, and racket sport. Common injuries sustained in tennis are to the arm, elbow, feet, shoulder, back, knee, wrist, hand, eyes, and neck, which can include paralysis and/or death. The most common tennis injuries are to the elbow, "tennis elbow" as is the result of repeated extension of the wrist. Injury to the shoulder generally occurs as a result of the service motion. "Tennis Shoulder" is a drooped shoulder caused by stretching the large shoulder muscles, often occurring in players who have competed for many years. Nerve stretching in the neck can occur when performing the backhand stroke. Miscellaneous tennis injuries may occur from striking net standards or sliding on debris on the court.

Tennis injuries can result from the correct or incorrect performance of playing techniques used in tryouts, practices, warm-ups, games, meets, drills, exercises, matches or other similar undertakings. Injury to the head and mouth, nose, teeth, eyes, ears, and other parts of the body can result from contact with the ball, other participants, the playing surface, racket and other solid objects in and around the playing courts and can occur during tryouts, warm-ups, practice, and matches.

### **VOLLEYBALL**

Volleyball is a competitive net and power ball sport. Common injuries sustained as a result of participation in volleyball are, but not limited to, the arms, hands, legs, feet, ankle, knee, low back, shoulder, and elbow. Contusions, abrasions, strains, sprains, fractures, ligament, cartilage damage, and concussions, as well as paralysis and/or death.

Volleyball injuries can result from correct or incorrect performance of playing techniques used in tryouts, practices, warm-ups, games, drills, exercises, or matches. Injury to the head and mouth, nose, teeth, eyes, ears, and other parts of the body can result from contact with the ball, players, the playing surface, and other solid objects in and around the playing area.

### **WRESTLING**

Wrestling is a strenuous, physical, CONTACT sport. Because it is a contact sport a result of your participation in wrestling it could involve a risk of serious injury to virtually every part of the human anatomy. Injuries such as, but not limited to, include dislocations, fractures, knee and ankle sprains, torn cartilage, hand and wrist, back sprains, elbow injuries, rib injuries, contusions, abrasions, and skin infections can occur. Injuries may also be catastrophic involving the head, neck, and spinal cord, resulting in paralysis, brain damage, eye damage, dental loss, hearing loss, and other head injuries, including death.

Wrestling injuries can result from correct or incorrect performance of playing techniques used in tryouts, practices, warm-ups, games, drills, exercises, or matches. Injury to the head or other parts of the body can result from contact with other competitors, bystanders, the wrestling surface, training equipment, and other solid objects in and around the playing and/or practice area.

**AGE RULE:** A student is not eligible for MHS/DCHS sponsored events if **he/she turns 19 years of age before midnight, August 31**, of the current school year.

### ACTIVITY TRANSPORTATION

Students who participate in out of town extracurricular activities are expected to travel on school provided transportation *to* and preferably *from* all events. The only exceptions are:

- a) Injury to a participant, which would require alternative transportation.
- b) Students who travel to the out of town activities must return by the same means or have special permission from the coach/advisor to return with a parent. Permission to return with a parent must be requested in writing (parental release form filled out) and directly in person with the coach/advisor in charge.
- c) Any deviation in policy needs to be administratively approved.

If the team or group remains at the site of the out of town activity, after Glendive's part in the function is finished, students will remain with the team. If the parents are leaving the site for home or another location, permission to release the student can be obtained (as per the previous paragraph).

Students are expected to be in school the next day when involved in an activity trip during the week. Generally speaking, activity busses do have seats which will allow students to sleep while returning home.

### ACTIVITY BUS PASSENGER GUIDELINES

The following instructions will help insure a safe, comfortable ride and protect the bus:

1. Remain seated and face the front. Passengers riding the bus are to sit in their seats. Sitting on the armrests or placing feet on the headrests of the seat ahead will not be allowed.
2. Refrain from being excessively noisy. Headphones must be used with tape/CD players/iPods.
3. The loading of baggage and equipment will be supervised by the driver and he/she will be responsible for the security of the doors and latches of all exterior hardware on the bus.
4. Students should be equipped to travel in winter conditions and always prepared in case of a breakdown, etc.
5. The Coach/Advisor is responsible to monitor students' conduct on the bus. He/She is also responsible for taking roll immediately after loading. Students must obey the driver or chaperon/coach/advisor promptly and willingly.
6. Tape/CD players and other hard objects will be stored on the floor or in the baggage compartment. Check with the driver if you have a question.
7. Food and drink on the bus should be kept to a minimum. Sandwiches; fresh fruit; canned or bottled with lid juice, pop, or water; candy bars; and chips may be consumed on the bus. Food items not allowed include: sunflower seeds or any other type of shell nuts, popcorn, drinks in paper cups, milk shakes, malts, or ice cream. All garbage should be disposed of in garbage sacks provided on the bus.
8. No student shall at any time extend his/her hands, head, or arms out of the windows when the bus is in motion or standing still.
9. Before the trip, all students will be picked up at the high school and left there at the end of the trip.
10. No tobacco products or controlled substance use/abuse/dispensing of.
11. Motel check in:
  - a. procedure established by trip advisor/sponsor/coach.
  - b. after check in, each person shall stay in their room and admit no one except the advisor/chaperon/coach.
  - c. boys and girls will not be permitted in the same room at any time unless a chaperone/coach is present.
12. Any item in a motel that is taken, broken, and/or damaged will be paid for by the occupants of the room before departure from motel or when billed by such.
13. All telephone calls/TV charges charged to the individual room shall be paid before the students check out. Services may be "blocked out" in student rooms by the advisor.
14. Passengers are asked to remain QUIET in city limits.
15. Due to a shortage of room when large numbers ride the bus, large bags must go in the baggage compartment. Blankets, coats, and small handbags will be allowed on the bus.

16. A student's person and/or personal effects may be searched when reasonable suspicion of violation of school rules exists.
17. Under no circumstances are students to ride in/on unauthorized transportation.
18. Students currently serving on a training rule violation will not be included on road trips (team bus).
19. No inappropriate videos/DVD/s are to be brought or shown on activity trips.
20. An advisor may require **no** co-ed seating (i.e. boy/girl in one bus seat) Single sex seating is recommended.
21. Coach/Advisor will make sure the students traveling with them know where they (coach/advisor/chaperone) are located on overnight trips (i.e. room #, etc.).
22. Bus rules as stated in the DCHS Student Handbook also apply.

Should a student commit a major rule infraction, the parents and the principal/assistant principal of the high school will be notified and the student will be either held for the parents arrival, or sent home AT THE PARENTS' EXPENSE by the most reasonable means of public transportation. School policy regarding violations will be followed.

#### Emergency Bus Evacuation

In case of an accident where the bus must be evacuated quickly, make every effort to observe the following directions:

1. Proceed in an orderly manner to the unobstructed exit nearest your seat (the bus driver will point them out to you).
2. Move to a point 100 feet or more from the bus and gather in a group to make it possible for a check to see if all passengers have been evacuated.
3. Passengers should follow the directions given by the Driver or one of the Coaches/Sponsors.

#### **ATTENDANCE AND ACTIVITY PARTICIPATION**

**Students who participate in school-sponsored activities MUST be in attendance the immediate half-day prior to that contest or practice.** Students are not to compete in an after-school activity if they did not attend their afternoon classes (periods 5, 6, 7). The morning absences must not be unexcused. The only exception to the above would be a pre-arrangement made with the DCHS administration.

#### **AWARDS AND HONORS**

Awards or recognition programs are organized by the advisors of each activity and/or activities director. An awards or recognition night is co-sponsored with the Booster Club for each sporting season. Each recognition night shall be considered a team function and attendance by team members is strongly recommended as a team function. An end of the year awards program for sports is organized by the Red Devil Booster Club.

#### **BEHAVIOR AND ACTIVITY PARTICIPATION**

All student participants are expected to exhibit acceptable behavior at all times, in and out of season. Students with behavior concerns that arise from school situations must be resolved in an acceptable fashion prior to participating in activity practices, contests or events. This includes suspension and detention responsibilities. A student may be dropped from an activity if his/her behavior reflects discredit upon Dawson County High School.

#### **CHEERLEADER TRAVEL**

Cheerleaders may travel to designated out of town games (as scheduled) on the team bus as room allows.

#### **FAMILY NIGHT**

Church/Family night is Wednesday evening. No practices/contests will extend beyond 6:15 PM.

#### **DRESS FOR ACTIVITIES**

Student dress for games or travel will be under the control of each individual program director or coach. However, student dress will be neat and clean and within appropriate guidelines and should be better than normal school dress.

#### **EQUIPMENT AND SUPPLIES EXPECTATIONS**

Students entrusted with equipment and supplies belonging to School District #1 will receive fines for

non-returned, lost, altered, and vandalized items. Fines will normally cover complete replacement costs of the supplies or equipment involved. Participation in another activity may be limited or not allowed if current or previous fines are not paid.

## EXTRACURRICULAR ELIGIBILITY

To be eligible to participate in an MHSA athletic contest, music festival, speech or drama meet, a student **must** satisfy the following eligibility requirements:

1. Be enrolled as a full-time student.
2. Be in regular attendance from the enrollment date.
3. ***Student is in regular attendance and is enrolled and receiving a passing grade in all but one subject, and he/she is maintaining a 2.0 grade point average at the end of each quarter grading period. All class grades are computed for eligibility requirements.***

**Participants who are deemed “ineligible” as defined by the above policy at the end of each quarter, will be placed on Academic Probation. These participants will be allowed to continue to try out and practice with their respective team at the coach or supervisor’s discretion until the following mid-term grades are posted. If at that time, the participant has reached academic eligibility as defined by the above policy, the student will be removed from Academic Probation and will be allowed full participation at the coach or supervisor’s discretion. However, if the participant has not reached the standard to be granted eligibility as defined by the above policy, he/she will remain ineligible until the next quarter grading period and will not be allowed to practice or participate in extra-curricular activities until that time and Academic Probation has been lifted.**

4. Not be 19 years old on or before midnight, August 31, of the current school year.
5. Not have been in attendance at any secondary school more than eight (8) semesters. An attendance of 20 days during a semester shall constitute one semester of attendance.
6. Having passed a physical examination is required for students to participate in athletics.
7. Must submit a completed Student Information Form to the Activities Director.
8. Must purchase a DCHS activity ticket.
9. Must not be involved in any current DCHS training violations.

**INSURANCE:** Participating students have **NO** coverage by school insurance, should a student be injured during competition or practice. When an injury occurs, the coach will fill out an accident report and turn it in to the high school office within 2 days of the occurrence.

Information regarding student accident insurance or supplemental accident insurance is available in the principal’s office.

## PHYSICAL EXAMS

A complete and approved physical examination is required for each student in order to be considered eligible for participation in all athletic activities and cheerleading. Dawson County High School and the Montana High School Association require all physical examinations be completed prior to the first practice. This examination must be certified by a doctor or physician’s assistant for the current school year, and the physicals are valid for the entire current school year.

## PRACTICE

Participants are expected to participate in team practices and other related team functions; however, individuals will not practice without their required physical examination or activity fee requirements met.

The Montana High School Association does require athletic participants to practice a set number of times prior to competition. Those requirements are listed below:

1. *Football* participants must actively participate on twelve (12) different practice days with a “practice day” being a minimum of 1 regularly scheduled practice per day.
2. *Basketball, softball, tennis, track, cross country, volleyball, and wrestling* participants must actively participate in their sport on ten (10) different practice days.
3. *Golf* participants must actively participate on three (3) different practice days.

For purposes of competition, a practice cannot be counted unless the participant practices with the team after receiving their physical. Participants who have not purchased an activity ticket may be restricted from practice and/or competition. Coaches cannot require participants to practice during the off-season.

NOTE: Tryouts for an activity do NOT count toward violation consequences, and the full term must be served by the student.

**Board Policy:** No practice on Sundays, Thanksgiving Day and five (5) consecutive days to include December 24-25-26. The “five consecutive days” to be determined on a yearly basis by the Activities Director.

### **SPORT SPECIALIZATION**

While it is expected that athletes spend quality time in developing skills needed for specific sports, the district's philosophy is to discourage student specialization in only one sport or activity. In fact, coaches and sponsors are expected to help promote student participation in multiple activities.

### **SPORTSMANSHIP EXPECTATIONS**

Dawson County High School views extracurricular activities as an educational experience almost as important as a student's academic endeavors. For that reason, sportsmanship in our high school is considered very important. The Red Devil Spirit exemplifies our feelings in this area:

### **TEAM RULES**

Coaches/Advisors are responsible for determining reasonable expectations for the smooth and efficient operation of their team or program. Students will be expected to meet or exceed set standards to be able to participate in activities. The rules and penalties described below are the policy minimums that are applicable to the student. The administration has the right to increase the severity, duration or level, as they may deem necessary.

### **TRAINING RULES**

All activity participants at Dawson County High School are expected to make personal sacrifices for the good of the group. Self-discipline, accountability and responsibility on the part of each participant are an expectation that is held for all. Additionally, it is important for student participants to become positive leaders both in and out of school and school activities. Successful people succeed in their task by hard work, perseverance, honesty and dedication. DCHS sends a clear message that any use and/or possession of alcohol, tobacco, other drugs, or any other mind-altering or performance-enhancing substances that are ILLEGAL and HARMFUL, will NOT be tolerated. Training rules are in force from the first day of fall practice or first day of school (whichever is applicable) to completion of the last activity date in the spring or last day of school (whichever is applicable.)

#### Definitions

*Calendar Year:* Training rules are in force from the first day of fall practice or first day of school (whichever is applicable) to completion of the last activity date in the spring or last day of school (whichever is applicable).

*Activity Day:* Any day said activity meets/practices/competes and/or performs.

*Pupil Instruction Day:* (PI) Any one of the days that school is in session.

*Season:* From the first day of practice through the last day of participation/competition.

*Grievance:* A written complaint, which has been filed by a student or by a student's parents on his/her behalf.

*Tobacco Product:* A substance intended for human consumption that contains tobacco. The term includes cigarettes, cigars, snuff, smoking tobacco, nicotine delivery devices such as e-cigs and vape pens, and smokeless tobacco.

*Controlled Substance:* Drugs, including marijuana, alcoholic beverages, intoxicants or any other substance defined by law as a “controlled substance” or “dangerous drug” intended for personal use.

*Misdemeanor crimes:* As defined by the authority having jurisdiction to include but not limited to petty offense, less serious than felony. This is a *first* offense violation.

*Crimes against Person:* As defined by the authority having jurisdiction to include but not limited to offenses against the family, sexual crimes, assault, robbery and kidnapping. This is a *Second* offense unless covered by criminal code 41-5-206 of the School Laws of Montana. (MCA)

*Crimes against Property over \$500.00:* As defined by the authority having jurisdiction to include but not limited to criminal mischief, arson, criminal trespass, burglary, and theft this is a *second* offense unless covered by criminal code 41-5-206. (MCA)

*Crimes of Felony Magnitude:* As defined in the criminal code 41-5-206 of the School Laws of Montana (MCA), this is a *third* offense, from the moment of arrest.

## **Training Rule Infractions**

*Athletics, Speech & Drama, Cheerleading, Drill Team, Band and Choir, All Non-Lettering Activities, Clubs, and Short Term Events*

### **First Offense**

***Immediate suspension from current activity for a period of two weeks for all competition and loss of a letter.*** If a student is NOT involved in an activity at the time of receiving the infraction or when noticed of the infraction, the implementation of the consequence will begin when the student goes out for the next activity. This could be in the fall, winter or even a year later. A student may be allowed to try out for an activity if there is the possibility to have his/her eligibility reinstated before the midpoint of the activity/season. NOTE: Participants must complete the activity in order for the suspension to be completed. The means they must be an active participant at the completion of the activity season. If any violation of this policy occurs during the last two weeks of the spring season, the penalty will carry over to the next school year and be applied to the next activity in which the student participates.

### **Reducing Suspension:**

If a student self-reports, the suspension will be reduced by one week. Students can also have their suspension reduced by one week by providing school administration a chemical dependency evaluation from a licensed chemical counselor. The evaluation will NOT be paid for by Glendive Public Schools. This evaluation is to be performed by an independent licensed chemical counselor and financed outside of the school district. All recommendations from the counselor must be followed in order to reduce the suspension.

### **Second Offense**

Immediate suspension/exclusion from all extracurricular activities for a period of seven weeks. If a student is NOT involved in an activity at the time of receiving the infraction or when noticed of the infraction, the implementation of the consequence will begin when the student goes out for the next activity. This could be in the fall, winter or even a year later. A student may be allowed to try out for an activity if there is the possibility to have his/her eligibility reinstated before the midpoint of the activity/season. NOTE: Participants must complete the activity in order for the suspension to be completed. The means they must be an active participant at the completion of the activity season. If any violation of this policy occurs during the last two weeks of the spring season, the penalty will carry over to the next school year and be applied to the next activity in which the student participates.

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### **Reducing Suspension:**

- If a student self-reports, the suspension will be reduced by one week. Students can also have their suspension reduced by two weeks by providing school administration a chemical dependency evaluation from a licensed chemical counselor. The evaluation will NOT be paid for by Glendive Public Schools. This evaluation is to be performed by an independent licensed chemical counselor and financed outside of the school district. All recommendations from the counselor must be followed in order to reduce the suspension. Students must also provide a clean drug screen to school administration before their return to competition. \*This screen is to be completed and financed independently of Glendive Public Schools and financed solely by the student.

\*Acceptable drug screens will follow current GPS policy.

- Forfeiture of all awards and honors for the year, in the activity.

**Third Offense**

- **Immediate suspension/exclusion** from all extracurricular activities & contests for one calendar year. This would go into effect from date of the notice of the infraction and continue until the same date exactly one year later has been reached or surpassed. Students will only allowed to participate upon presenting school administration with a clean drug screen and a chemical dependency evaluation from a licensed chemical counselor. All recommendations from the counselor must be followed in order to reduce the suspension. All drug screens and evaluations are the sole responsibility of the student and their guardians. GPS will in no way finance or pay for any independent drug screens or evaluations in order for a student to return to participation.
- Forfeiture of all awards and honors for the year in the activity.

**NOTE:**

- 1) **Violations are cumulative throughout the student's period of attendance in high school (DCHS).**
- 2) Self-reporting is in place so that students who have
  - a. made a poor decision and
  - b. have seen the error of their ways -and-
  - c. wish to have some assistance, can get help from those of us who care about their well-being. It is NOT to avoid the penalties of GETTING CAUGHT. Our district is on record as saying we will do everything possible to help students who wish to help themselves.
  - d. GPS will in no way finance or pay for any independent drug screens or evaluations in order for a student to return to participation.**
- 3) **Important\*\*** A one-time "**grace period**" will be in effect whereby: if a student has no other infractions of any type for a probationary period of *one calendar year*, the first offense would be expunged from their record on a ONE TIME ONLY basis and if a second infraction occurs after the probationary period (which would then be recorded *again* as a first offense), the student loses his/her ability to self-report and must serve the entire penalty with all subsequent infractions being enforced as per the handbook indicates.
- 4) Students in multiple activities at the same time will suffer the outlined consequences in EACH activity for the duration of the violation.
- 5) Does the training rule policy cover high school intramurals? No. Intramurals in high school are not considered a competitive activity, & not MHSAA endorsed.
- 5) DCHS co-curricular and extra-curricular activities sanctioned by the Montana High School Association will adhere to the current rules and regulations of the MHSAA. All activities personnel have the responsibility of keeping themselves knowledgeable of the MHSAA and National Federation rules governing their activities and shall abide by those rules without exception.
- 6) DCHS activities programs shall provide equal opportunity for all students regardless of race, creed, religion, sex, marital status, color, age, physical disability, or national origin or because of mental disability, unless based on reasonable grounds.
- 7) These activities are a privilege provided to the students by DCHS and the eligibility to participate in them is at the sole discretion of DCHS.
- 8) Administration will investigate citations that have been disregarded or dismissed by a judge or the court and may at their discretion, reinstate said participant.

## Definitions:

**Duration:** These policies are in effect from the time a student enters DCHS as a freshman (or attend their first practice as a fall sport participant) or a new student; and continue throughout their high school career.

**Self-report:** The student is encouraged to turn himself/herself in to a school administrator when a violation occurs. To be treated as a self-report, this must be first knowledge that the administrator has of a violation occurring. Reporting by the students' parent is also considered a self-report. The report must be made on or by the first school day the student is in attendance after the violation.

### **Due Process**

Any student or parent having a question concerning an issue, a sponsor/coach, a policy or in general, is to follow the prescribed procedure. Always start at the lowest level, the point closest to the issue in question. If the result is not perceived as satisfactory, then appealing to the next level of authority is the procedure to follow.

1. A signed incident report must be turned in to the sponsor/coach/activity director or administration.
2. The sponsor/coach/AD and/or administration will discuss the situation with the student(s) involved.
3. Parents will be notified and a conference held between parent(s), student(s), activity sponsor/coach, and administration. After notification of a conference is made, this process will continue whether parents choose to attend or refuse to attend.
4. The administration and/or activities director, in consultation with the activity sponsor/coach will decide on the action to be taken.
5. After notification of the decision, the parents may appeal the decision in writing to the superintendent of schools within TWO (2) PI (pupil instructional) school days.
6. The superintendent shall review the appeal and issue a decision in writing to all parties in a reasonable amount of time.
7. After notification of the superintendent's decision, the parents may appeal the decision in writing to the Board of Trustees within TWO (2) school PI (pupil instructional) days.
8. The Board of Trustees shall conduct a hearing within a reasonable amount of time.
9. The participant will maintain eligibility until a final decision has been made.
10. The above time line shall not apply during the summer months when school is not in session.

\*The process will proceed as expediently as possible.

**Students involved in extracurricular activities are governed by the Dawson County High School Student Handbook, the Activities Eligibility Policy, and any additional rules that govern individual activities.**

### **OTHER INFORMATION**

The Activity Director/Coaches/activity sponsors will hold an informational meeting for parents and students before an activity begins in a school year. Coaches/sponsors will explain their program, the activity eligibility policy, and any additional training or participation rules they have established. It is STRONGLY RECOMMENDED parents and students attend this meeting.

1. Participants who have violated the TRAINING RULES POLICY may NOT receive DCHS post-season letters, trophies, and individual team privileges (depending on the number of offenses); but remain eligible for All-Conference and All-State Awards.
2. The activity sponsor/coach and administration will consider incidents individually.
3. Other team rules, as explained by the coach/advisor of each activity, must be adhered to.
4. Rumors about participants are not grounds for disciplinary action. However, rumors will be checked out, as thoroughly as possible.
5. Students have a right to due process and can request a hearing with a committee consisting of: the coach/advisor of the involved activity, the assistant principal/activities director, and a coach/teacher of the student's choice, along with parent/guardian.
6. Be advised: Reduction in team/squad size may take place and a cut policy addressed by the coach/advisor of the activity. Also, traveling teams/squads may be limited in size.
7. A student may not be denied participation in school district education programs or any sponsored activity except for such reasons as are provided in the adopted policies of this district (such as cutting for appropriate squad sizes), student behaviors, federal-state-county associations or governmental entities, or MHSA.
8. If a participant is in two events taking place at the same time, divisional and state competition takes precedence over local meets and competitions.
9. Students who have been found in violation of the training rules policy must serve their suspension in

its entirety in the next activity in which they choose to participate. The student must then complete that season in its entirety as well. This prohibits students from violating policy, serving a suspension in an activity for the sole purpose of “getting it out of the way” and then having full eligibility in a different season.

## **Glendive School District Extracurricular / Co-Curricular Drug-Testing**

The Glendive School District has a strong commitment to the health, safety, and welfare of its students. Studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular and co-curricular activities in the School District as a safe and educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

### **Scope**

Students participating in any extracurricular or co-curricular activity represent the community, the school and their peers. When a participant uses illegal substances and/or alcohol, such use impinges upon the team’s motivation, cohesiveness and performance. As a result, the well being of the individual, the team, and the general school community is diminished by the participant’s use of illegal substances and alcohol.

As participation in any extracurricular activity is a privilege, those students voluntarily subject themselves to a degree of regulation higher than that imposed on students generally. Students who voluntarily participate in extracurricular activities have reasons to expect intrusions upon normal rights and privileges, including privacy.

The Dawson County High School will test student participants in any extracurricular activity for illegal substance and alcohol use by administering urine analysis or saliva analysis tests. This policy applies to all Dawson County High School students participation in extracurricular activity sponsored or sanctioned by the Montana High School Association (MHSA).

### **Definitions**

*Drug:* Any substance considered illegal or controlled by the Food and Drug Administration

*Student Participant:* Any student participating in any extracurricular or co-curricular activity under the control and jurisdiction of the Montana High School Association and/or Dawson County High School

*Activity Season:* Fall, Winter, and Spring seasons begin with the first day of practice/participation allowed by the MHSA/Dawson County High School, and end after the final competition for that activity and the student has returned to Dawson County High School or having been released to their parent or guardian.

*Positive:* When referring to a drug use test administered under this policy, “positive” means a toxicological test result that demonstrates the presence of an illegal drug or the metabolites thereof, using the standards customarily established by the testing laboratory administering and evaluating the drug use test.

*Illegal Drugs:* Any substance that an individual may not sell, possess, use, distribute, or purchase as defined by either federal or Montana law. In addition, “illegal drugs” include all prescription drugs obtained without authorization, all prescribed and over-the-counter drugs, or other substances being used or misused for an abusive purpose, faux drugs, alcohol, tobacco, and drug paraphernalia.

### **Consent Form**

It is mandatory that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form which shall be read, dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at Dawson County high School.

### **Frequency of Testing**

The following provisions apply to the frequency of testing:

One hundred percent of the student participants will be tested at the beginning of each season or activity. The initial screening will occur anytime from the first day of practice to the day preceding the first contest/event. The following participants will be the different pools for the specific seasons:

**Fall:** Football, Cross Country, Golf, Volleyball, Fall Cheer Team

**Winter:** Speech & Drama, Wrestling, Boys Basketball, Girls Basketball, Winter Cheer Team

**Spring:** Track, Tennis, Softball, Music

Random testing may occur during an activity season. Up to twenty-five (25) percent of all students participating, regardless of activity, may be tested on a periodic basis.

Once a student is in the pool, they will remain in the pool for the remainder of the activity calendar year.

### **Verification of Legal Drug Use**

Student participants who are drug tested under this policy will be given a reasonable opportunity to submit verification of legal drug use. At the time of the testing, each student will be given written notice that he or she has forty-eight (48) hours to submit verification of any prescription drug use by providing a copy of the prescription to the building administration in a sealed envelope. The building administration will submit the sealed envelope, unopened, to the testing laboratory for consultation in making an analysis. The information regarding the use of prescription drugs is confidential and will not be shared with any school official. If the student fails to provide timely verification of legal drug use and tests positive, he or she will be subjected to retesting.

### **Sample Collection/Confirming a Test Result**

Any drug test will be administered by or at the direction of a professional laboratory chosen by the Dawson County School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens and proper laboratory control and scientific testing.

All aspects of the drug testing program, including the taking of urine specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. The District may choose to collect urine or saliva samples.

An initial positive test result showing the presence of an illegal drug or the metabolites thereof, will be subject to confirmation by a second and different test to be collected within 24 hours at a secure site. School administration will arrange an appointment for a second sample to be collected. Failure by a participating student who has tested positive to arrive for a second test will be treated as a positive and subject to discipline outlined in DCHS policy.

A drug test shall not be treated as "positive" and treated such as unless the second test is also positive.

The testing laboratory will notify the supervising school administrator of any confirmed positive test. The school administrator will schedule a conference with the student (and parent- guardian if under age 18) and explain to the student that there is a confirmed positive test and give the student the opportunity to submit additional information to the administrator or the testing laboratory to challenge the confirmed positive test. The student may submit additional information challenging the confirmed positive test. If he or she challenges the test, the school district will rely upon the opinion of the testing laboratory as to whether the confirmed positive test has been satisfactorily challenged or negated by that new information, such as whether the positive test result was produced by something other than consumption of an illegal drug. At that time arrangements will be made for the participating student to submit to a second test. If this second test also test positive, the participating student will be subject to discipline as set forth by DCHS policy.

After receiving the report of a confirmed positive test, if the student admits to using illegal drugs, the student will be subject to immediate discipline as set forth by DCHS policy.

### **Appeal**

An activity student who has been determined by the principal/activities director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for review must be submitted to the Superintendent in writing within two (2) calendar days of notice of the second positive test. If the appeal is not successful, discipline will be imposed as set forth by DCHS policy. A student requesting review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects.

### **Confidentiality**

The results of the test will be made available to the designated personnel. To keep the positive test results confidential, the designated personnel will only notify the principal, activities director or designee, the student, the head coach/sponsor, and the parents or custodial guardian of the student of the results. The principal/activities director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/activities director or to the lab.

Test results will be kept in files separate from the students other educational records, shall be disclosed to those school personnel who have the need to know, and will not be turned over to any law enforcement authorities.

### **Training Rules**

A positive result will result in the application of the training rules found in the activities section of the student handbook.

### **Non-Punitive Nature of the Policy**

Detection of illegal substances or alcohol obtained pursuant to this policy will not be used as a basis to discipline a student or penalize him or her academically. Such detection will not be made a part of a student's permanent record. Information regarding the results of the drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena and other legal process, which the school will not solicit.

### **Refusal to Submit to Drug Testing**

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances, and competitions for the remainder of the school year. Additionally, each student shall not be considered for any interscholastic activity honors or awards given by the school.

## Testing Protocol

The company/professional laboratory selected for conducting the drug testing must follow the standards set by the Department of Public Health and Human Services. It shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and have proper laboratory control.

All drug tests will be supervised by a school administrator or designee who is responsible for escorting students to and from the collection site. The students should not be allowed to go to his/her locker but should carry all personal belongings with him/her. All students being tested shall remain under school supervision until they have produced an adequate sample. The test must be completed within the time limit established by the company/professional laboratory. If the student fails to complete the test within the time limit, that student will be deemed to have refused to participate in the drug test.

The testing process will be conducted so as to minimize intrusiveness and safeguard the privacy of the student to the maximum degree possible while still ensuring that the sample process is unadulterated. In order to maintain confidentiality, the container that contains the sample to be tested will not have the student's name on the container but will have an identification number as established in the testing protocol.

*If it is proven that a student has tampered with the sample or cheated during the sample collection process, the student will be ineligible for all activities for the remainder of the school year.*

If a drug test occurs during the school day, the DCHS activity student shall be allowed to make up any missed work during the time of absence from class. Faculty shall make all reasonable accommodations to assist the student in gathering the materials missed and/or completing the work. Immediately after the sample is collected, the student will return to class with an admit slip or pass signed by the supervising administrator or designee who shall also note the time when the student left the collection site.

## Financial Responsibility

1. The District will pay for the random drug testing and the second test of the same sample conducted to confirm an initial positive test.
2. The District will pay the reasonable costs for drug testing for students who have previously tested positive and are subject to the mandatory testing program.
3. Any additional tests or any testing done at the request of the student or parent-guardian are the financial responsibility of the student or parent-guardian.
4. Counseling and/or treatment of any kind provided by non-school agencies are the financial responsibility of the student or his/her parent-guardian.

**\*\*To the extent that there is a conflict between the DCHS Activity Handbook and the DCHS Student Handbook, the Activity Handbook shall be controlling for activity participants.**

## ~ DCHS ACTIVITIES ~

<u>ACTIVITY</u>	<u>HEAD COACH / ADVISOR</u>
<b>Activity Director</b>	<b>Ryan Buckley</b>
<b><u>Co-Ed</u></b>	
Academic Team	Jamie Broaddus
Band	Lisa Shields
Choir	Mary Senvold
Cheerleading/Mascot/Dance Team	Hannah Stuart
Forensics	Kim Siemsen
Plays/Drama	Sonja Tuma
<b><u>Female</u></b>	
Girls Basketball	Kayla Rivas
Volleyball	Tiffaney Egan
Track	Tom Temple
Golf	Rudy Stulc
Tennis	David Fuqua
Softball	Sarah Cobb
Cross Country	Tom Temple
<b><u>Male</u></b>	
Football	Mr. Ryan Buckley
Wrestling	TBD
Boys Basketball	Wade Murphy
Track	Tom Temple
Golf	Rudy Stulc
Tennis	David Fuqua
Cross Country	Tom Temple

### STUDENT PARTICIPATION INFORMATION

**\*\*This page must be returned to the Activities Director before the student may participate in any extra-curricular activity at Dawson County High School.**

NAME: \_\_\_\_\_  
                    (LAST)                    (FIRST)                    (MI)

BIRTHDATE: \_\_\_\_\_ YEAR IN SCHOOL: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**EMERGENCY MEDICAL INFORMATION:**

If emergency service involving medical action or treatment is required and the parent(s) or guardian(s) cannot be contacted, I/we hereby consent for the student named above to be given emergency medical care by the doctor or hospital selected by the school.

FAMILY PHYSICIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

*Please list any medications, allergies, medical problems, and/or medical concerns of which the coach/advisor should be aware:*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY CONTACT PHONE: \_\_\_\_\_

**INSURANCE:**

I/We understand that Dawson County High School and the Glendive Unified Public School District does not carry a medical insurance policy which covers participants in athletics/activities. (Please initial below).

\_\_\_\_\_ I/We understand that my son/daughter is covered by our family medical insurance with the listed company: \_\_\_\_\_

\_\_\_\_\_ I/We understand that my son/daughter is not covered by a medical policy provided by Dawson County High School and the Glendive Unified Public School District and I/we are responsible for the payment of medical bills incurred as a result of or in relation to participation in athletics/activities at Dawson County High School.

*(please see reverse side)*

**ACTIVITY PERMISSION:** (PARENT/GUARDIAN AND STUDENT INITIAL THE APPLICABLE ACTIVITIES)

_____ Band/Choir	_____ Cross-Country	_____ Golf	_____ Volleyball	_____ Field Trips
_____ Basketball	_____ Forensics	_____ Tennis	_____ Wrestling	_____ Other
_____ Cheer/Dance	_____ Football	_____ Track	_____ Softball	

**EQUIPMENT RESPONSIBILITY:**

I/We agree to be responsible for the safe return or replacement of all athletic and/or activity equipment issued by the school to the student named on the reverse side of this form.

# Signature Page

***\*\*This page must be returned to the Activities Director before the student may participate in any extra-curricular activity at Dawson County High School.***

**Drug Screening Policy:**

I have received and have read and understand a copy of the "Dawson County High School Extracurricular Activities Drug Testing Program" policy. My child \_\_\_\_\_ will participate in this program and in extra-curricular programs at Dawson County High School and hereby agree to be subject to its terms for the entire high school career (grade 9-12). I accept the method of obtaining urine and/or saliva specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine and/or saliva specimens that may be required from time to time. I further agree and consent to the disclosure of the sampling, testing and results provided for this program to school administration. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

**Parent/Guardian Statement:**

I/we hereby certify and affirm that I/we are the parent(s)/legal guardian(s) of the following student\_\_\_\_\_. I/We understand and have read the warnings listed in this handbook for the activities in which the above student will participate. I/We are cognizant of its terms and understand that all sports/activities can involve many risks of injury including, but not limited to, those risks indicated within this handbook. I/We hereby assume all risks of playing or practicing to play/participate for the above named student. Furthermore, I/we release and waive, and agree to indemnify, hold harmless or reimburse the school district and the individual members, agents, employees and representatives thereof, as well as sport/activity supervisors and coaches, from and against any claim which the above named student, I/we, and /or other parent(s) or guardian(s), and sibling, or any other person, firm or corporation may have to claim to have know or unknown, directly or indirectly, for any losses, damages or in connection with the participation by the above named student. I/We understand that by signing this warning, agreement to obey instructions, and assumptions of risk, I/we are waiving all the rights that the above named student, I/we, or any other person may have to any compensation for any physical injury that may result from participation by the above named student.

**Student Participant Statement:**

I understand that Dawson County High School has both a Training Rules Policy and an Academic Eligibility Policy as outlined and discussed in this handbook. Coaches and supervisors may have additional policies and guidelines of which I am expected to abide. I have read the policies and I understand my expectations as a participant.

**Signatures:**

***I/We have read and understand the information contained in this form and will abide by the contents of this document.***

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



